
INDIANA COMMISSION ON PROPRIETARY EDUCATION*Board of Commissioners Meeting Memorandum*

Date: November 16, 2006

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: BROWN MACKIE COLLEGE – FORT WAYNE, MERRILLVILLE,
MICHIGAN CITY, AND SOUTH BEND
NEW ASSOCIATE OF APPLIED SCIENCE, ASSOCIATE OF SCIENCE &
BACHELOR OF SCIENCE DEGREES**

Staff Recommendation

The commission staff recommends that Brown Mackie College at its four Indiana campuses be granted the authority to award the Associate of Applied Science, Associate of Science and Bachelor of Science degrees in the following programs:

Brown Mackie College:

Fort Wayne: AAS – Occupational Therapy Assistant

BS – Business Administration
BS – Criminal Justice
BS – Legal Studies

Merrillville: AS – Early Childhood Education

BS – Business Administration
BS – Criminal Justice
BS – Legal Studies

Michigan City: BS – Business Administration
BS – Criminal Justice
BS – Legal Studies

South Bend: AAS – Occupational Therapy Assistant
AS – Information Technology

BS – Business Administration
BS – Criminal Justice
BS – Legal Studies

Background Information

Brown Mackie College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS).

The associate of applied science programs consists of 100 quarter-credit hours of training, the associate of science degrees consist of 96 quarter-credit hour of training and the bachelor of science degrees consist of 180 quarter-credit hour of training. The associate of applied science degrees includes 75% of the courses in the Specialty and the associate of degree includes 50% in the Specialty and a minimum of 35% of the remaining courses in Liberal Arts. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4. The bachelor of science degree programs are consistent with other educational institution standards.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Occupational Therapy Assistant

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Michelle Sheperd, OTR, Program Director

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared October 17, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Occupational Therapy Assistant program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification Occupational Therapy (NBCOT) Certification Examination for occupational therapy assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory, and clinical experiences, is supplemented with general education to enhance the student's versatility and effectiveness in the occupational therapy profession.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Occupational Therapy Assistant

TOTAL COURSE HOURS: 100 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 24 Months TUITION: \$25,116.00

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| <u>BI 1361</u> | <u>Anatomy and Physiology</u> | <u>4</u> |
| <u>CF 1100</u> | <u>Professional Development</u> | <u>4</u> |
| <u>EN 1200</u> | <u>Business Communication</u> | <u>4</u> |
| <u>MC 1150</u> | <u>Introduction to Microcomputers</u> | <u>4</u> |
| <u>ME 1110</u> | <u>Medical Terminology</u> | <u>4</u> |
| <u>OT 1010</u> | <u>Introduction to Occupational Therapy</u> | <u>4</u> |
| <u>OT 1115</u> | <u>Therapeutic Media</u> | <u>4</u> |
| <u>OT 1215</u> | <u>Functional Anatomy I</u> | <u>4</u> |
| <u>OT 1315</u> | <u>Functional Anatomy II</u> | <u>4</u> |
| <u>OT 1510</u> | <u>Intervention in Pediatrics and Adolescents</u> | <u>4</u> |
| <u>OT 1560</u> | <u>Intervention in Physical Rehabilitation</u> | <u>3</u> |
| <u>OT 1600</u> | <u>Fieldwork I</u> | <u>1</u> |
| <u>OT 2150</u> | <u>Intervention in Neurological Rehabilitation</u> | <u>4</u> |
| <u>OT 2465</u> | <u>Intervention in Mental Health</u> | <u>4</u> |
| <u>OT 2470</u> | <u>Intervention in Geriatrics</u> | <u>4</u> |
| <u>OT 2990</u> | <u>Fieldwork II-A</u> | <u>10</u> |
| <u>OT 2991</u> | <u>Fieldwork II-B</u> | <u>10</u> |
| <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|----------------------------|-------------------------|
| CM 1200 | *Effective Public Speaking | 4 |
| EN 1101 | *Composition I | 4 |
| EN 1102 | *Composition II | 4 |
| MT 1770 | *College Mathematics | 4 |
| PS 1200 | *Principles of Psychology | 4 |
| SO 1200 | *Principles of Sociology | 4 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Number of Credit/Clock Hrs. in Specialty: 76 / Percentage: 76%
Number of Credit/Clock Hrs. in General Courses: 24 / Percentage: 100%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A librarian works full time. The library hours are:

Monday through Thursday: 8 a.m. to 10 p.m. .

Friday: 8 a.m. to 5 p.m.

2. Number of volumes of professional material:

Brown Mackie College-Fort Wayne's library houses 2,941 volumes including books, media, and periodicals.

3. Number of professional periodicals subscribed to:

Brown Mackie College-Fort Wayne also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College-Fort Wayne students have access to the following local libraries:

Allen County Public Library; IPFW; and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the state of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 5 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Fort Wayne

Name of Program Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Anthony J. Davis

Telephone Number 260-484-4400 Application Type

Date the Form was Prepared September 29, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts, and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. The General Education coursework will provide a foundation for student success in the areas of writing, speaking, and critical thinking. Specialty courses will be focused on skills development in general business principles, management, accounting, economics, finance, marketing and marketing management,

In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Fort Wayne Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Business Administration

TOTAL COURSE HOURS: 180 Check one: Quarter Hours x

Semester Hours

Clock Hours _____

LENGTH OF PROGRAM: 45 months TUITION: \$ 189 per credit

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| AC1011 | Principles of Accounting I | 4 |
| AC1012 | Principles of Accounting II | 4 |
| AC1710 | Payroll Management | 4 |
| BA 1140 | Business Law I | 4 |
| BA2000 | Business Law II | 4 |
| BA1000 | Introduction to Business | 4 |
| BA 1250 | Human Resources Management | 4 |
| BA 1300 | Small Business Management | 4 |
| BA 2220 | Marketing & Advertising | 4 |
| MK 4100 | Consumer Behavior & Marketing Research | 4 |
| BA 2600 | Principles of Finance | 4 |
| BA 2900 | Business Externship | 4 |
| BA 3000 | Organizational Behavior | 4 |
| BA 4000 | Business Administration Externship | 4 |
| CM 1800 | Ethics | 4 |
| EC 2000 | Principles of Macroeconomics | 4 |
| EC 2100 | Principles of Microeconomics | 4 |
| EC 3000 | Money and Banking | 4 |
| EN 1200 | Business Communication | 4 |
| FN 3000 | Corporate Finance | 4 |
| MK 4200 | Marketing Sales & Channel Management | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| MC 1150 | Introduction to Microcomputer Applications. | 4 |
| MC 1211 | Spreadsheets I | 4 |
| MC 1311 | Word Processing I | 4 |
| MC 1700 | Professional Presentation Techniques | 4 |
| MC 3000 | Application. of Management Information Systems | 4 |
| MG 2000 | Management Principles | 4 |
| MG 4000 | Global Business Management | 4 |
| MG4100 | Operations Management | 4 |
| MK 4000 | Retail Marketing | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| CF1100 | Professional Development | 4 |
| CM 1200 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| GV 1150 | American Constitutional Law | 4 |
| EN 2000 | Introduction to Literature | 4 |
| HM 3000 | History of Art Through Middle Ages | 4 |
| HM 3100 | History of Art through the Modern Times | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PH 2000 | Introduction to Philosophy | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles Of Sociology | 4 |
| BI 1361 | Anatomy & Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |

Number of Credit/Clock Hrs. in Specialty: 120 / 1594 Percentage: 67
Number of Credit/Clock Hrs. in General Courses: 60 / 722 Percentage: 33

If applicable:

Number of Credit/Clock Hrs. in Liberal
Arts:

N/A

N/A

Percentage: _____

N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

a. LOCATION: The library is located on the first floor of the College on the north side of the building.

b. HOURS:

Mondays - 8:00 a.m. to 10:00 p.m.

Tuesdays - 8:00 a.m. to 10:00 p.m.

Wednesdays - 8:00 a.m. to 10:00 p.m.

Thursdays - 8:00 a.m. to 10:00 p.m.

Fridays - 8:00 a.m. to 5:00 p.m.

Saturdays and Sundays - closed

c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

Additional funds will be budgeted in FY 06-07 for staffing to accommodate the Business Administration Program.

2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals. Additional funds will be budgeted in the FY06-07 budget to accommodate the Bachelor of Science in Business Administration program.

3. Number of professional periodicals subscribed to:

We currently subscribe to 26 titles. It is our intent to increase this number to support the new Bachelor of Science in Business Administration program and have budgeted additional funds in the 2006-07 year.

4. Other library facilities in close geographical proximity for student access:

Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne Campus. Any Indiana resident may check out two books per subject with a valid ID card.

Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches.

Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 15 **Full-time:** 5 **Part-time:** 11

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|-----------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Lisa Bowman | MS | 5 | 5 | 1 | | x |
| Christopher Douse | MBA | 4 | 2 | 3 | | x |
| Toyi Ervin | MA | 7 | 2 | NA | | x |
| Michael Flohr | JD | 1 | 3 | NA | x | |
| Mary Ann James | MBA | 3 | 3 | 3 | | x |
| Dennis Kirchner | MS | 20 | 1 | 4 | x | |
| Michael Lehman | JD | 12 | 2 | 12 | | x |
| Valarie Nicholson | MS | 9 | 1 | 12 | | x |
| Bart Putnam | MBA | 24 | 1 | 3 | x | |
| Jeffrey Rehm | MBA | 27 | 2 | NA | | x |
| Virginia Ruby | MS | NA | 7 | 28 | | x |
| Edward Ruppel | MBA | 31 | 3 | 15 | | x |
| Clark Woods | MBA | 10 | 1 | NA | | x |
| Charlotte Weybright | JD | 9 | 8 | 4 | x | |
| Robert Young | MS | 2 | 2 | 31 | x | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Charlotte A. Weybright

Telephone Number 260-481-5022 Application Type

Date the Form was Prepared September 29, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. The General Education coursework will provide the foundation for student success in areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the criminal justice system on society.

In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the criminal justice community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$189.00 per credit hour

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| CJ 1002 | Introduction to Law Enforcement | 4 |
| CJ 1004 | Introduction to Corrections | 4 |
| CJ 1150 | Introduction to Criminal Justice | 4 |
| CJ 1550 | Criminal Investigation and Police Procedure | 4 |
| CJ 1560 | Correctional Systems and Practices | 4 |
| CJ 2150 | Criminal Procedure | 4 |
| CJ 2250 | Juvenile Justice | 4 |
| CJ 2900 | Criminal Justice Externship | 4 |
| CJ 3003 | Juvenile Delinquency | 4 |
| CJ 3006 | Law Enforcemnet Operations | 4 |
| CJ 3008 | Criminalistics | 4 |
| CJ 3020 | Civil Liability | 4 |
| CJ 3021 | Probation and Parole | 4 |
| CJ 3022 | Juvenile Procedures | 4 |
| CJ 4003 | Critical Issues in Criminal Justice | 4 |
| CJ 4004 | Family Violence | 4 |
| CJ 4005 | Community Corrections | 4 |
| CJ 4010 | Law Enforcement Supervision and Management | 4 |
| CJ 4012 | Criminal Investigation | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| CJ 4020 | Criminalistics II | 4 |
| CJ 4900 | Advanced Criminal Justice Externship | 4 |
| CM 1800 | Ethics | 4 |
| EN 1200 | Business Communications | 4 |
| BA 1140 | Business Law | 4 |
| MC 1150 | Introduction to Microcomputer Applications | 4 |
| PL 1122 | Legal Research | 4 |
| MC 1311 | Word Processing I | 4 |
| PL 1123 | Legal Writing | 4 |
| MC 1800 | Internet Research | 4 |
| PL 1830 | Criminal Law | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |
| CF 1100 | Professional Development | 4 |
| CM 1200 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| GV 1150 | American Constitutional Law | 4 |
| HM 3000 | History of Art Through the Middle Ages | 4 |
| HM 3100 | History of Art Through the Modern Times | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PH 2000 | Introduction to Philosophy | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles of Sociology | 4 |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>120</u> | / | <u>1594</u> | Percentage: | <u>67%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>60</u> | / | <u>720</u> | Percentage: | <u>33%</u> |

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

a. LOCATION: The library is located on the first floor of the College on the north side of the building.

b. HOURS:

Mondays - 8:00 a.m. to 10:00 p.m.

Tuesdays - 8:00 a.m. to 10:00 p.m.

Wednesdays - 8:00 a.m. to 10:00 p.m.

Thursdays - 8:00 a.m. to 10:00 p.m.

Fridays - 8:00 a.m. to 5:00 p.m.

Saturdays and Sundays - closed

c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals.

3. Number of professional periodicals subscribed to:

Current subscriptions number 26.

4. Other library facilities in close geographical proximity for student access:

1. Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne Campus. Any Indiana resident may check out two books per subject with a valid ID card.

2. Allen County Public Library: The Allen County Public Libraray is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 20 **Full-time:** 5 **Part-time:** 15

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|-----------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Autry, Kim | BA | 3 | 2 | 1 | | X |
| Bowman, Lisa | MS | 5 | 0 | 5 | | X |
| Eads, Kevin | JD | 6 | 2 | 0 | | X |
| Ervin, Toyi | MS | 8 | 2 | 6 | | X |
| Flohr, Michael | JD | 6 | 4 | 0 | X | |
| Gerber, Mitchell | JD | 3 | 1 | 0 | | X |
| James, Mary Ann | MBA | 4 | 4 | 2 | | X |
| Kirchner, Dennis | MS | 29 | 1 | 4 | X | |
| Lehman, Michael | JD | 18 | 3 | 3 | | X |
| Miller, Bradley | BS | 25 | 3 | 0 | | X |
| McArdle, Casey | MA | 2 | 1 | 1 | | X |
| Nicholson, Valerie | MA | 27 | 1 | 15 | | X |
| Putnam, Bart | MS | 7 | 1 | 0 | X | |
| Rehm, Jeffrey | MBA | 27 | 1 | 0 | | X |
| Ruby, Virginia | MS | 28 | 8 | 8 | | X |
| Sheehan, John | MA | 11 | 1 | 11 | | X |
| Speciale, Michael | JD | 8 | 3 | 0 | | X |
| Weybright, Charlotte | JD | 19 | 8 | 4 | X | |
| Williamson, Vince | BS | 7 | 5 | 1 | | X |
| Young, Robert | MS | 28 | 4 | 24 | X | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Legal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Charlotte A. Weybright

Telephone Number 260-481-5022 Application Type

Date the Form was Prepared September 29, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant fact settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as Brown Mackie College's Associate Degree Programs utilizing the current delivery model. The General Education coursework will provide the foundation for student success in areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the legal system on society.

In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the legal community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Legal Studies

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$189.00 per credit hour

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---------------------------------------|---------------------|
| <u>AC 1011</u> | <u>Principles of Accounting I</u> | <u>4</u> |
| <u>BA 1140</u> | <u>Business Law I</u> | <u>4</u> |
| <u>BA 1250</u> | <u>Human Resources</u> | <u>4</u> |
| <u>BA 2000</u> | <u>Business Law II</u> | <u>4</u> |
| <u>CJ 2150</u> | <u>Criminal Procedure</u> | <u>4</u> |
| <u>CM 1800</u> | <u>Ethics</u> | <u>4</u> |
| <u>EN 1200</u> | <u>Business Communications</u> | <u>4</u> |
| <u>LG 1000</u> | <u>Torts and Remedies</u> | <u>4</u> |
| <u>LG 2000</u> | <u>Estate Planning and Probate</u> | <u>4</u> |
| <u>LG 3000</u> | <u>Bankruptcy</u> | <u>4</u> |
| <u>LG 3003</u> | <u>Administrative Law</u> | <u>4</u> |
| <u>LG 3005</u> | <u>Insurance Law</u> | <u>4</u> |
| <u>LG 3006</u> | <u>Immigration Law</u> | <u>4</u> |
| <u>LG 4000</u> | <u>Advanced Legal Research</u> | <u>4</u> |
| <u>LG 4010</u> | <u>Evidence</u> | <u>4</u> |
| <u>LG 4020</u> | <u>Advanced Real Estate Law</u> | <u>4</u> |
| <u>LG 4030</u> | <u>Employment Law</u> | <u>4</u> |
| <u>LG 4050</u> | <u>Environmental Law</u> | <u>4</u> |
| <u>MC 1150</u> | <u>Introduction to Microcomputers</u> | <u>4</u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|-------------------------------|---------------------|
| MC 1211 | Spreadsheets I | 4 |
| MC 1311 | Word Processing I | 4 |
| PL 1121 | Legal Research and Writing I | 4 |
| PL 1125 | Legal Research and Writing II | 4 |
| PL 1230 | Family Law | 4 |
| PL 1330 | Computers in the Legal Office | 4 |
| PL 1450 | Litigation | 4 |
| PL 1530 | Contracts | 4 |
| PL 1730 | Property Law | 4 |
| PL 1830 | Criminal | 4 |
| PL 2900 | Paralegal Externship | 4 |
| PL 4100 | Legal Externship II | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |
| CF 1100 | Professional Development | 4 |
| CM 1800 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| GV 1150 | American Constitutional Law | 4 |
| HM 3000 | History of Art Throught the Middle Ages | 4 |
| HM 3100 | History of Art Through the Modern Ages | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles of Sociology | 4 |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>124</u> | / | <u>1642</u> | Percentage: | <u>69%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>56</u> | / | <u>672</u> | Percentage: | <u>31%</u> |

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

a. LOCATION: The library is located on the first floor of the College on the north side of the building.

b. HOURS:

Mondays - 8:00 a.m. to 10:00 p.m.

Tuesdays - 8:00 a.m. to 10:00 p.m.

Wednesdays - 8:00 a.m. to 10:00 p.m.

Thursdays - 8:00 a.m. to 10:00 p.m.

Fridays - 8:00 a.m. to 5:00 p.m.

Saturdays and Sundays - closed

c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals.

3. Number of professional periodicals subscribed to:

Current subscriptions number 26.

4. Other library facilities in close geographical proximity for student access:

1. Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne Campus. Any Indiana resident may check out two books per subject with a valid ID card.

2. Allen County Public Library: The Allen County Public Libraray is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 20 **Full-time:** 5 **Part-time:** 15

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|-----------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Autry, Kim | BA | 3 | 2 | 1 | | X |
| Bowman, Lisa | MS | 5 | 0 | 5 | | X |
| Eads, Kevin | JD | 6 | 2 | 0 | | X |
| Ervin, Toyi | MS | 8 | 2 | 6 | | X |
| Flohr, Michael | JD | 6 | 4 | 0 | X | |
| Gerber, Mitchell | JD | 3 | 1 | 0 | | X |
| James, Mary Ann | MBA | 4 | 4 | 2 | | X |
| Kirchner, Dennis | MS | 29 | 1 | 4 | X | |
| Lehman, Michael | JD | 18 | 3 | 3 | | X |
| Miller, Bradley | BS | 25 | 3 | 0 | | X |
| McArdle, Casey | MA | 2 | 1 | 1 | | X |
| Nicholsn, Valerie | MA | 27 | 1 | 15 | | X |
| Putnam, Bart | MS | 7 | 1 | 0 | X | |
| Rehm, Jeffrey | MBA | 27 | 1 | 0 | | X |
| Ruby, Virginia | MS | 28 | 8 | 8 | | X |
| Sheehan, John | MA | 11 | 1 | 11 | | X |
| Speciale, Michael | JD | 8 | 3 | 0 | | X |
| Weybright, Charlotte | JD | 19 | 8 | 4 | X | |
| Williamson, Vince | BS | 7 | 5 | 1 | | X |
| Young, Robert | MS | 28 | 4 | 24 | X | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Legal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Charlotte A. Weybright

Telephone Number 260-481-5022 Application Type

Date the Form was Prepared September 29, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant fact settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as Brown Mackie College's Associate Degree Programs utilizing the current delivery model. The General Education coursework will provide the foundation for student success in areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the legal system on society.

In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the legal community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Legal Studies

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$189.00 per credit hour

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---------------------------------------|---------------------|
| <u>AC 1011</u> | <u>Principles of Accounting I</u> | <u>4</u> |
| <u>BA 1140</u> | <u>Business Law I</u> | <u>4</u> |
| <u>BA 1250</u> | <u>Human Resources</u> | <u>4</u> |
| <u>BA 2000</u> | <u>Business Law II</u> | <u>4</u> |
| <u>CJ 2150</u> | <u>Criminal Procedure</u> | <u>4</u> |
| <u>CM 1800</u> | <u>Ethics</u> | <u>4</u> |
| <u>EN 1200</u> | <u>Business Communications</u> | <u>4</u> |
| <u>LG 1000</u> | <u>Torts and Remedies</u> | <u>4</u> |
| <u>LG 2000</u> | <u>Estate Planning and Probate</u> | <u>4</u> |
| <u>LG 3000</u> | <u>Bankruptcy</u> | <u>4</u> |
| <u>LG 3003</u> | <u>Administrative Law</u> | <u>4</u> |
| <u>LG 3005</u> | <u>Insurance Law</u> | <u>4</u> |
| <u>LG 3006</u> | <u>Immigration Law</u> | <u>4</u> |
| <u>LG 4000</u> | <u>Advanced Legal Research</u> | <u>4</u> |
| <u>LG 4010</u> | <u>Evidence</u> | <u>4</u> |
| <u>LG 4020</u> | <u>Advanced Real Estate Law</u> | <u>4</u> |
| <u>LG 4030</u> | <u>Employment Law</u> | <u>4</u> |
| <u>LG 4050</u> | <u>Environmental Law</u> | <u>4</u> |
| <u>MC 1150</u> | <u>Introduction to Microcomputers</u> | <u>4</u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-------------------------------|-------------------------|
| MC 1211 | Spreadsheets I | 4 |
| MC 1311 | Word Processing I | 4 |
| PL 1121 | Legal Research and Writing I | 4 |
| PL 1125 | Legal Research and Writing II | 4 |
| PL 1230 | Family Law | 4 |
| PL 1330 | Computers in the Legal Office | 4 |
| PL 1450 | Litigation | 4 |
| PL 1530 | Contracts | 4 |
| PL 1730 | Property Law | 4 |
| PL 1830 | Criminal | 4 |
| PL 2900 | Paralegal Externship | 4 |
| PL 4100 | Legal Externship II | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|---|-------------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |
| CF 1100 | Professional Development | 4 |
| CM 1800 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| GV 1150 | American Constitutional Law | 4 |
| HM 3000 | History of Art Throught the Middle Ages | 4 |
| HM 3100 | History of Art Through the Modern Ages | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles of Sociology | 4 |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>124</u> | / | <u>1642</u> | Percentage: | <u>69%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>56</u> | / | <u>672</u> | Percentage: | <u>31%</u> |

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

a. LOCATION: The library is located on the first floor of the College on the north side of the building.

b. HOURS:

Mondays - 8:00 a.m. to 10:00 p.m.

Tuesdays - 8:00 a.m. to 10:00 p.m.

Wednesdays - 8:00 a.m. to 10:00 p.m.

Thursdays - 8:00 a.m. to 10:00 p.m.

Fridays - 8:00 a.m. to 5:00 p.m.

Saturdays and Sundays - closed

c. STAFF:

The library consists of one full-time employee who holds a Masters in Library Science and one part-time assistant.

2. Number of volumes of professional material:

The College's library has a total of 2,940 titles. This figure includes newspapers, texts, books, and periodicals.

3. Number of professional periodicals subscribed to:

Current subscriptions number 26.

4. Other library facilities in close geographical proximity for student access:

1. Helmke Library: The Helmke Library is a part of the Indiana-Purdue Regional Campus located in Fort Wayne, Indiana. Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne Campus. Any Indiana resident may check out two books per subject with a valid ID card.

2. Allen County Public Library: The Allen County Public Libraray is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne Campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne Campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 20 **Full-time:** 5 **Part-time:** 15

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|-----------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Autry, Kim | BA | 3 | 2 | 1 | | X |
| Bowman, Lisa | MS | 5 | 0 | 5 | | X |
| Eads, Kevin | JD | 6 | 2 | 0 | | X |
| Ervin, Toyi | MS | 8 | 2 | 6 | | X |
| Flohr, Michael | JD | 6 | 4 | 0 | X | |
| Gerber, Mitchell | JD | 3 | 1 | 0 | | X |
| James, Mary Ann | MBA | 4 | 4 | 2 | | X |
| Kirchner, Dennis | MS | 29 | 1 | 4 | X | |
| Lehman, Michael | JD | 18 | 3 | 3 | | X |
| Miller, Bradley | BS | 25 | 3 | 0 | | X |
| McArdle, Casey | MA | 2 | 1 | 1 | | X |
| Nicholson, Valerie | MA | 27 | 1 | 15 | | X |
| Putnam, Bart | MS | 7 | 1 | 0 | X | |
| Rehm, Jeffrey | MBA | 27 | 1 | 0 | | X |
| Ruby, Virginia | MS | 28 | 8 | 8 | | X |
| Sheehan, John | MA | 11 | 1 | 11 | | X |
| Speciale, Michael | JD | 8 | 3 | 0 | | X |
| Weybright, Charlotte | JD | 19 | 8 | 4 | X | |
| Williamson, Vince | BS | 7 | 5 | 1 | | X |
| Young, Robert | MS | 28 | 4 | 24 | X | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|---------------------------------------|---|----------------------|---------|
| | | | From: | To: |
| Indiana State University | Terre Haute, In | BA: Communications, English & Education | 8/1984 | 5/1988 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Teacher | Pioneer High School, Royal Center, IN | Public Education | 8/1988 | 12/1989 |
| Instructor | Brown Mackie College, Fort Wayne, IN | Public Education | 10/2004 | present |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

Names of Courses Taught:

Introduction to Criminal Justice

Criminal Law

Criminal Procedure

Juvenile Justice

Introduction to Corrections

Criminal Investigations

Police Problems

Introductory Behavioral Science Classes

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|----------------------------------|-----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Indiana State University | Terre Haute, IN | MS: Criminology | 2003 | 2004 |
| Grace College and Seminary | Winona Lake, IN | BS: Criminal Justice; Communications | 1996 | 2000 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Purdue University | Fort Wayne, IN | Instructor | 8/2006 | present |
| Ivy Tech Community College | Elkhart, IN | Instructor | 8/2005 | present |
| Education Management Corporation | South Bend, IN | Dept. Chair | 5/2001 | 6/2005 |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Michiana College | Fort Wayne | AAS Occupational Therapy | 9/98 | 4/00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Staff COTA | Bethlehem Woods | Fort Wayne | 9/2003 | 11/2003 |
| Rehabilitation Supervisor | Heritage House | Fort Wayne | 1/2002 | 7/2003 |
| Staff COTA | Heritage House | Fort Wayne | 5/2000 | 12/2001 |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College

| |
|------------------------------------|
| BA 1000-Intro to Business |
| BA 1250-Human Resources Management |
| BA 2220- Marketing & Advertising |
| |
| |
| |
| |

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Indiana Wesleyan Univ. | Fort Wayne, IN | MBA | 2000 | 2002 |
| Purdue Univ | Fort Wayne, IN | BA, Communications | 1991 | 1997 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| IPFW | Fort Wayne, IN | Director of Multi-Cultural Services | 2003 | Present |
| Lutheran Social Services | Fort Wayne, IN | Manager | 1998 | 2000 |
| Brown Mackie College | Fort Wayne, IN | Adjunct | 2004 | present |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|---------------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Nova Southeastern University Law School | Fort Lauderdale, FL | JD: Law | 8/1999 | 7/2002 |
| IPFW | Fort Wayne, IN | BA: History and Political Science | 1/1992 | 12/1998 |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Fort Wayne, IN | Instructor | 2/2005 | present |
| | | | | |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-----------------|---|----------------------|---------|
| | | | From: | To: |
| Indiana University | Bloomington, IN | JD: Law | 2000 | 2003 |
| Indiana State University | Terre Haute, IN | BS: Communications | 1996 | 2000 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Bi-County Services | Bluffton, IN | Supervision of mentally & physically disabled | 10/2003 | present |
| Brown Mackie College | Fort Wayne, IN | Instructor | 8/2006 | present |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-------------------------------------|-------------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| IPFW | Fort Wayne | MBA: Business Administration | 1993 | 1999 |
| Purdue Univ | Fort Wayne | BS-Personnel Administration | 1984 | 1988 |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| IPFW | Fort Wayne, IN | Instructor | 2004 | present |
| Brown Mackie College | Fort Wayne, IN | Instructor | 2003 | present |
| Whitley County Consolidated Schools | Columbia City, IN | Teacher | 2002 | 2003 |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---------------------------------|-----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Indiana University | Bloomington, IN | JD: Law | 1965 | 1968 |
| Indiana University | Bloomington, IN | MBA: Business | 1963 | 1965 |
| Indiana University | Bloomington, IN | BS: Business | 1959 | 1963 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Fort Wayne, IN | Adjunct Professor | 2004 | present |
| Indiana Institute of Technology | Fort Wayne, IN | Adjunct Professor | 1992 | 2003 |
| IVY Tech State College | Fort Wayne, IN | Adjunct Professor | 1999 | 2002 |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|--------------------------------------|----------------|---|----------------------|---------------|
| | | | From: | To: |
| Indiana Purdue University Fort Wayne | Fort Wayne, IN | English | August 2002 | February 2005 |
| Indiana Purdue University Fort Wayne | Fort Wayne, IN | Rhetoric and Composition | August 2005 | December 2005 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Indian Purdue University Fort Wayne | Fort Wayne, IN | Professor of W131 Rhetoric and Comp | August 2005 | Present |
| SWAC schools | Fort Wayne, IN | Professor of English Sociology, Writing | December 2004 | present |
| St. John the Baptist Grade School | Fort Wayne, In | Writing Instructor | March 2005 | March 2005 |
| J.W. Kim Pictures | New York, NY | Writing Instructor | April 2000 | July 2000 |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie Fort Wayne

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Putnam Bart J
 (Last) (First) (Middle)

NAME OF INSTITUTION: Brown Mackie College –Fort Wayne

Names of Courses Taught:

Introduction to Microcomputers

Word Processing

Spreadsheets

Professional Presentation Techniques

Introduction to Business

College Mathematics

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---------------------------------|------------------|--|----------------------|---------|
| | | | From: | To: |
| Ferris State University | Big Rapids, MI | MS: Information Systems Management | 9/1998 | 12/1999 |
| Desales Univesity | Center Vally, PA | BS: Business Management | 9/1991 | 5/1993 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Fort Wayne, IN | Full-time Professor | 8/2005 | present |
| Delta College Corporate Service | Saginaw, MI | Instructed courses in Microsoft Office | 3/2003 | 8/2006 |
| Davenport University | Midland, MI | Instructed in Microsoft Office, PCs | 9/2001 | 12/2004 |
| Smiths Aerospace | Grand Rapids, MI | Corporate IT Dept. | 9/1999 | 9/2001 |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| | | | |
|--------------|---------------|----------------|-----------------|
| NAME: | Rehm | Jeffrey | C |
| | (Last) | (First) | (Middle) |

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Bradley University | Peoria, IL | MBA: Business Administration | 1976 | 1979 |
| Bradley University | Peoria, IL | BS: Business Administration | 1970 | 1974 |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Fort Wayne, IN | Adjunct Professor | 2005 | Present |
| Rea Magnet Wire | Fort Wayne, IN | MIS Manager | 1990 | 2000 |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-------------------------|---------------------------------------|---------------------------|------------|
| | | | From: | To: |
| Indiana University | Bloomington, IN | Sociology/ Psychology | January 1977 | May 1978 |
| IPFW | Ft. Wayne, IN | BA / Minor Sociology/ Psychology | August 1975 January 77 | August1978 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Staff Development | Ft. Wayne St Dev Center | Orientation Traing | 2001 | 2004 |
| | | | | |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| IPFW | Fort Wayne , IN | MS: Business Education | 1988 | 1993 |
| Western Illinois University | Macomb, IL | MS: Business Education | 1971 | 1973 |
| Illinois State University | Normal, IL | BS: Business/Accounting | 1963 | 1967 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Indiana Tech | Fort Wayne , IN | Accounting/ Business Professor | 1978 | 2003 |
| Indiana Business College | Fort Wayne , IN | Accounting instructor | 1974 | 1977 |
| Brown Mackie College | Fort Wayne , IN | Accounting, Business | 1999 | Present |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

Names of Courses Taught:

Introduction to Business

Small Business Management

Marketing and Advertising

Introduction to Microcomputer Applications

Human Resources Management

Spreadsheets I

Word Processing I

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-------------------------------|------------------|--|----------------------|---------|
| | | | From: | To: |
| Xavier University | Cincinnati, OH | MBA: Business Administration | 1979 | 1982 |
| LaSalle University | Philadelphia, PA | BS: Business Administration | 1968 | 1972 |
| Towson State University | Towson, MD | Math/ Physics | 1962 | 1965 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Indiana Institute of Tech | Fort Wayne, IN | Adjunct Professor of Mgt, Business, MIS, Project Mgt | 1997 | present |
| Indiana Wesl. Univ | Fort Wayne, IN | Adjunct, MIS, Business project Mgt | 2000 | 2003 |
| Univ of Cin, Clermont College | Batavia, OH | MIS, Business | 1980 | 1992 |
| Brown Mackie College | Fort Wayne, IN | Adjunct Business, MIS | 2004 | present |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-------------------------------|-----------------|--|----------------------|---------|
| | | | From: | To: |
| Thomas M. Cooley Law School | Lansing, MI | JD: Law | 9/1999 | 4/2004 |
| Indiana University | Bloomington, IN | BA: Political Science and Criminal Justice | 9/1992 | 8/1994 |
| IPFW | Fort Wayne, IN | Political Science | 9/1989 | 8/1992 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Fort Wayne, IN | Instructor | 3/2004 | present |
| Allen Co. Prosecutor's Office | Fort Wayne, IN | Criminal History Clerk | 9/1995 | 8/1999 |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

Mathematics

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-------------------------|---------------------------------------|----------------------|-------------|
| | | | From: | To: |
| Bachelors Degree | Michigan Sate Uiversity | Mathematics | July 2001 | July 2003 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Tutoring | East Lansing, MI | tutored math to students of all ages | August 2001 | August 2003 |
| | | | | |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-------------------------------------|-----------------------------------|---|----------------------|---------|
| | | | From: | To: |
| Valparaiso Univeristy School of Law | Valparaiso, IN | JD: Law | 1984 | 1987 |
| Indiana University | Fort Wayne Campus, Fort Wayne, IN | BA: Political Science | 1979 | 1984 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Fort Wayne, IN | Dept. Chair-administrative duties, instructional duties | 1999 | present |
| International Business College | Fort Wayne, IN | Dept. Chair-administrative duties, instructional duties | 1994 | 1997 |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-----------------------------------|----------------|---------------------------------------|----------------------|---------------|
| | | | From: | To: |
| IPFW | Fort Wayne, IN | Social Studies secondary education | August 1997 | December 2000 |
| IPFW | Fort Wayne, IN | B.A. psychology major | August 1990 | December 1994 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Instuctor Brown Mackie College | Fort Wayne, IN | Gen. Ed instuctor (Psy and soc) | April 2001 | present |
| Substitute Teacher, EACS | New Haven, IN | substitute teacher | Dec 1999 | May 2000 |
| Student Teacher Dekalb H.S. | Waterloo, IN | student teacher | August 2000 | October 2000 |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| | | | |
|--------------|---------------|----------------|-----------------|
| NAME: | Woods | Clark | |
| | (Last) | (First) | (Middle) |

Names of Courses Taught:

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Indiana Wesleyan Univ | Fort Wayne, IN | MBA | 1995 | 1988 |
| Taylor Univ. Fort Wayne | Fort Wayne, IN | BS Business Admin | 1988 | 1993 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| JP Morgan Chase | Fort Wayne, IN | Treasury Mgt. Officer | 2005 | present |
| Lincoln Ntl | Fort Wayne, IN | Manager | 2000 | 2005 |
| Brown Mackie College | Fort Wayne, IN | Adjunct | 2006 | present |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|----------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| University of St. Francis | Fort Wayne, IN | MS: English | 1974 | 1976 |
| Indiana University | Fort Wayne, IN | BA: English | 1966 | 1971 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Harding High School | Fort Wayne, IN | English Instructor | 1978 | 2000 |
| John Glenn High School | Walkerton, IN | English Instructor | 1971 | 1978 |
| Brown Mackie College | Fort Wayne, IN | English Instructor - Department Chair | 2003 | present |
| | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Merrillville

Name of Program Early Childhood Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Sandra Howard

Telephone Number (219) 769-3321 Application Type

Date the Form was Prepared September 21, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Early Childhood Education program will provide students with the general and cultural knowledge of the physical, social, emotional and intellectual needs of young children. Students will develop an understanding of the social and psychological factors that influence a child and will acquire the essential knowledge, skills, ethics, and dispositions required in a well-prepared early childhood education professional.

The following are the learning outcomes that a graduate will develop by the completion of the program based on the program's objectives:

- 1) Describe growth and developmental stages including cognitive and socio-emotional development of young children.
- 2) Apply principles and practices of child development, cultural diversity and assessment techniques (NAEYC 3) to create healthy, respectful, supportive and challenging learning environments for young children.
- 3) Demonstrate an awareness of the teacher's responsibility in child abuse and special need situations and access and utilize the full range of related support services.
- 4) Cultivate mutual relationships among family, school and the community to maximize learning opportunities.
- 5) Employ relevant regulatory, organizational and professional rules and standards associated with the provision of early childhood education.

The Associate of Science in Early Childhood Education will be structured in the same manner as the other Associate Degree Programs offered by the College, utilizing the current delivery model. In addition to faculty, the Associate Degree in Early Childhood Education program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Early Childhood Education

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 24 months TUITION: \$19,104

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| EC1000 | Introduction to Early Childhood Education | 4 |
| EC1100 | Child Growth and Development | 4 |
| EC1200 | Developmentally-Appropriate Practices in Early Children Education | 4 |
| EC1300 | Health, Safety and Nutrition in Early Childhood | 4 |
| EC1400 | Early Childhood Language Arts and Methods | 4 |
| EC1500 | Principles of Guidance for the Young Child | 4 |
| EC1600 | Infant and Toddler Development | 4 |
| EC2000 | Creative Activities for Early Childhood | 4 |
| EC2100 | Assessment in Early Childhood Education | 4 |
| EC2200 | Early Childhood Math and Science Methods | 4 |
| EC2300 | Home, School and Community Partnerships | 4 |
| EC2400 | Understanding Special Needs Children | 4 |
| EC2500 | Organization and Administration of Early Childhood Settings | 4 |
| EC2900 | Early Childhood Practicum | 4 |
| | | |
| | | |
| | | |
| | | |
| | | |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|--|-------------------------|
| CF 1000 | Professional Development | 4 |
| CM 1200 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| MC 1150 | Introduction to Microcomputer Applications | 4 |
| MC 1311 | Word Processing I | 4 |
| MT 1770 | College Mathematics | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles of Sociology | 4 |
| | | |
| | | |

| | | | | | |
|---|-----------|---|-----------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>56</u> | / | <u> </u> | Percentage: | <u>60%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>40</u> | / | <u> </u> | Percentage: | <u>40%</u> |

If applicable:

| | | | | | |
|--|-----------|---|-----------------|-------------|------------|
| Number of Credit/Clock Hrs. in Liberal Arts: | <u>16</u> | / | <u> </u> | Percentage: | <u>40%</u> |
|--|-----------|---|-----------------|-------------|------------|

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Brown Mackie College Library is located on the main level of the school. The library's hours are

Monday 8:30am-10:00pm

Tuesday 8:30am-10:00pm

Wednesday 8:30am-5pm and

Thursday 8:30am-10:00pm

There are no hours of operation on Friday, Saturday, or Sunday.

There is a full-time librarian on staff.

2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2782 volumes including 431 videos/DVDs and 362 reference materials

3. Number of professional periodicals subscribed to:

The library currently subscribes to 34 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library is the Lake County Reference Library in Merrillville, IN.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 1 **Part-time:** 10

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Merrillville

Name of Program Bachelor of Science in Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Saundra Howard

Telephone Number (219) 381-2235 Application Type

Date the Form was Prepared 09/25/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Business Administration

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 45 months TUITION: \$35,820

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| AC 1011 | Principles of Accounting I | 4 |
| AC 1012 | Principles of Accounting II | 4 |
| AC 1710 | Payroll Management | 4 |
| BA 1000 | Introduction to Business | 4 |
| BA 1140 | Business Law I | 4 |
| BA 1250 | Human Resources | 4 |
| BA 1300 | Small Business Management | 4 |
| BA 2000 | Business Law II | 4 |
| BA 2220 | Marketing and Advertising | 4 |
| BA 2600 | Principles of Finance | 4 |
| BA 2900 | Business Externship | 4 |
| BA 3000 | Organizational Behavior | 4 |
| BA 4000 | Business Administration Externship | 4 |
| CM 1800 | Ethics | 4 |
| EC 2000 | Principles of Macroeconomics | 4 |
| EN 1200 | Principles of Microeconomics | 4 |
| EC 3000 | Money and Banking | 4 |
| EN 2100 | Business Communications | 4 |
| FN 3000 | Corporate Finance | 4 |
| MC 1150 | Introduction to Microcomputer Applications | 4 |
| MC 1211 | Spreadsheets I | 4 |
| MC 1311 | Word Processing I | 4 |
| MC 1700 | Professional Presentation Techniques | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| MC 3000 | Application of Management of Information Systems | 4 |
| MG 2000 | Principles of Management | 4 |
| MG 4000 | Global Business Management | 4 |
| MG 4100 | Operations Management | 4 |
| MK 4000 | Retail Marketing | 4 |
| MK 4100 | Consumer Behavior and Marketing Research | 4 |
| MK 4200 | Marketing, Sales and Channel Management | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |
| CF 1100 | Professional Development | 4 |
| CM1200 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| GV 1150 | American Constitutional Law | 4 |
| HM 3000 | History of Art Through the Middle Ages | 4 |
| HM 3100 | History of Art Through the Modern Times | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PH 2000 | Introduction to Philosophy | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles of Sociology | 4 |

Number of Credit/Clock Hrs. in Specialty: 120 / 1594 Percentage: 67%
Number of Credit/Clock Hrs. in General Courses: 60 / 722 Percentage: 33%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Merrillville library is located on the main level of the college and is easily accessible to all students.

The library is open 47 hours per week. The hours of operation are as follows:

Sunday: – closed

Monday 8:30am – 10:00pm

Tuesday 8:30am – 10:00pm

Wednesday 8:30am – 5:00pm

Thursday 8:30am – 10:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2,782 professional volumes.

3. Number of professional periodicals subscribed to:

The number of periodicals the College currently subscribes to is: 34

4. Other library facilities in close geographical proximity for student access:

Other libraries in close proximity for students to access are The Lake County Public Library and Indiana University Northwest Law Library. Both off-campus libraries are used by students when deemed necessary.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 34 **Full-time:** 13 **Part-time:** 21

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|--------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Aron, Lashun R. | Masters | 15 | 1 | 3 | X | |
| Blaschke, Bryan R | Bachelor | 10 | 4 | 2 | | X |
| Brewer, Sharon, RN | Bachelor | 10 | 1 | 2 | | X |
| Brown, Cardie, RN | Bachelor | 18 | 1 | 2 | X | |
| Cross, Sheila, RN | Bachelor | 10 | 1 | 0 | X | |
| Croyle, Cynthia, RN | Bachelor | 27 | 1 | 0 | | X |
| Curry, Sandra | Masters | 10 | 5 | 6 | | X |
| Dudley, Kelli | JD | 3 | 1 | 2 | | X |
| Falbo, Robert | Bachelor | 25 | 1 | 2 | | X |
| Fenning, John | JD | 20 | 1 | 0 | | X |
| Gallego, Herma, RN | Bachelor | 10 | 1 | 0 | X | |
| Glover, Jennifer, RN | Bachelor | 13 | 1 | 2 | X | |
| Hacker, Linda, RN | Bachelor | 13 | 1 | 2 | X | |
| Hartzler, Roger | Bachelor | 16 | 7 | 16 | | X |
| Helpler, Joan | Masters | 11 | 4 | 0 | | X |
| Hickman, Christine | Bachelor | 10 | 5 | 1 | | X |
| Hurtado, Margaret | Bachelor | 9 | 1 | 2 | | X |
| Jeffries, Theresa, RN | Bachelor | 14 | 1 | 0 | | X |
| Knight, Sherry | Bachelor | 7 | 1 | 3 | | X |
| Lambert, Karenza | Masters | 13 | 1 | 0 | | X |
| Laurinas, Sarah, RN | Bachelor | 7 | 1 | 0 | X | |

| | | | | | | |
|------------------------|-------------|----|---|---|---|---|
| Mack, Mary, RN | Master | 14 | 1 | 0 | | X |
| Manley, Mary, RN | Bachelor | 18 | 1 | 0 | X | |
| McClindon, Christine | Certificate | 5 | 1 | 0 | | X |
| Mendez, Shannon, RN | Bachelor | 8 | 1 | 0 | X | |
| Migler, Kelly, RN | Bachelor | 15 | 1 | 0 | | X |
| Miller, Kenneth | Masters | 16 | 2 | 4 | | X |
| Scholl, Lisa, RN | Bachelor | 7 | 1 | 0 | X | |
| Schryner, Kathy, RN | Bachelor | 5 | 1 | 0 | X | |
| Schoeffel, Cherly, RN | Associate | 12 | 1 | 0 | | X |
| Scott, Rhesa | Certificate | 7 | 1 | 4 | X | |
| Wade, Nadine, RN | Bachelor | 6 | 1 | 0 | | X |
| Washington, Angela, RN | Bachelor | 16 | 1 | 0 | X | |
| Williams, Donna | Masters | 16 | 2 | 2 | | X |
| | | | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Merrillville

Name of Program Bachelor of Science in Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Saundra Howard

Telephone Number (219) 381-2235 Application Type

Date the Form was Prepared 09/25/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Criminal Justice

TOTAL COURSE HOURS: 180

Check one: Quarter Hours ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$35,820

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BA 1140 | Business Law | 4 |
| CJ 1002 | Introduction to Law Enforcement | 4 |
| CJ 1004 | Introduction to Corrections | 4 |
| CJ 1150 | Introduction to Criminal Justice | 4 |
| CJ 1550 | Criminal Investigation and Police Procedure | 4 |
| CJ 1560 | Correctional Systems and Practices | 4 |
| CJ 2150 | Criminal Procedure | 4 |
| CJ 2250 | Juvenile Justice | 4 |
| CJ 2900 | Criminal Justice Externship | 4 |
| CJ 3003 | Juvenile Delinquency | 4 |
| CJ 3006 | Law Enforcement Operations | 4 |
| CJ 3008 | Criminalistics I | 4 |
| CJ 3020 | Civil Liability | 4 |
| CJ 3021 | Probation and Parole | 4 |
| CJ 3022 | Juvenile Procedures | 4 |
| CJ 4003 | Critical Issues in Criminal Justice | 4 |
| CJ 4004 | Family Violence | 4 |
| CJ 4005 | Community Corrections | 4 |
| CJ 4010 | Law Enforcement Supervision and Management | 4 |
| CJ 4012 | Criminal Investigation | 4 |
| CJ 4020 | Criminalistics II | 4 |
| CJ 4900 | Advanced Criminal Justice Externship | 4 |
| CM 1800 | Ethics | 4 |
| EN 1200 | Business Communications | 4 |
| MC 1150 | Introduction to Microcomputer Applications | 4 |
| MC 1311 | Word Processing I | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---------------------|---------------------|
| MC 1800 | Internet Research | 4 |
| PL 1122 | Legal Research | 4 |
| PL 1123 | Legal Writing | 4 |
| PL 1830 | Criminal Law | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM 1200 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| GV 1150 | American Constitutional Law | 4 |
| HM 3000 | History of Art Through the Middle Ages | 4 |
| HM 3100 | History of Art Through the Modern Times | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PH 2000 | Introduction to Philosophy | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO1200 | Principles of Sociology | 4 |

Number of Credit/Clock Hrs. in Specialty: 120 / 1594 Percentage: 67%
Number of Credit/Clock Hrs. in General Courses: 60 / 720 Percentage: 33%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Merrillville library is located on the main level of the college and is easily accessible to all students.

The library is open 47 hours per week. The hours of operation are as follows:

Sunday: – closed

Monday 8:30am – 10:00pm

Tuesday 8:30am – 10:00pm

Wednesday 8:30am – 5:00pm

Thursday 8:30am – 10:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2,782 professional volumes.

3. Number of professional periodicals subscribed to:

The number of periodicals the College currently subscribes to is: 34

4. Other library facilities in close geographical proximity for student access:

Other libraries in close proximity for students to access are The Lake County Public Library and Indiana University Northwest Law Library. Both off-campus libraries are used by students when deemed necessary.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 34 **Full-time:** 13 **Part-time:** 21

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|--------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Aron, Lashun R. | Masters | 15 | 1 | 3 | X | |
| Blaschke, Bryan R | Bachelor | 10 | 4 | 2 | | X |
| Brewer, Sharon, RN | Bachelor | 10 | 1 | 2 | | X |
| Brown, Cardie, RN | Bachelor | 18 | 1 | 2 | X | |
| Cross, Sheila, RN | Bachelor | 10 | 1 | 0 | X | |
| Croyle, Cynthia, RN | Bachelor | 27 | 1 | 0 | | X |
| Curry, Sandra | Masters | 10 | 5 | 6 | | X |
| Dudley, Kelli | JD | 3 | 1 | 2 | | X |
| Falbo, Robert | Bachelor | 25 | 1 | 2 | | X |
| Fenning, John | JD | 20 | 1 | 0 | | X |
| Gallego, Herma, RN | Bachelor | 10 | 1 | 0 | X | |
| Glover, Jennifer, RN | Bachelor | 13 | 1 | 2 | X | |
| Hacker, Linda, RN | Bachelor | 13 | 1 | 2 | X | |
| Hartzler, Roger | Bachelor | 16 | 7 | 16 | | X |
| Helpler, Joan | Masters | 11 | 4 | 0 | | X |
| Hickman, Christine | Bachelor | 10 | 5 | 1 | | X |
| Hurtado, Margaret | Bachelor | 9 | 1 | 2 | | X |
| Jeffries, Theresa, RN | Bachelor | 14 | 1 | 0 | | X |
| Knight, Sherry | Bachelor | 7 | 1 | 3 | | X |
| Lambert, Karenza | Masters | 13 | 1 | 0 | | X |
| Laurinas, Sarah, RN | Bachelor | 7 | 1 | 0 | X | |

| | | | | | | |
|------------------------|-------------|----|---|---|---|---|
| Mack, Mary, RN | Masters | 14 | 1 | 0 | | X |
| Manley, Mary, RN | Bachelor | 18 | 1 | 0 | X | |
| McClindon, Christine | Certificate | 5 | 1 | 0 | | X |
| Mendez, Shannon, RN | Bachelor | 8 | 1 | 0 | X | |
| Migler, Kelly, RN | Bachelor | 15 | 1 | 0 | | X |
| Miller, Kenneth | Masters | 16 | 2 | 4 | | X |
| Scholl, Lisa, RN | Bachelor | 7 | 1 | 0 | X | |
| Schryner, Kathy, RN | Bachelor | 5 | 1 | 0 | X | |
| Schoeffel, Cheryl, RN | Associate | 12 | 1 | 0 | | X |
| Scott, Rhesa | Certificate | 7 | 1 | 4 | X | |
| Wade, Nadine, RN | Bachelor | 6 | 1 | 0 | | X |
| Washington, Angela, RN | Bachelor | 16 | 1 | 0 | X | |
| Williams, Donna | Masters | 16 | 2 | 2 | | X |
| | | | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Merrillville

Name of Program Bachelor of Science in Legal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Saundra Howard

Telephone Number (219) 381-2235 Application Type

Date the Form was Prepared 09/25/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills. Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant factual settings.
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as the Associate Degree Program in Paralegal utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Greater Merrillville Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Legal Studies

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 45 months TUITION: \$35,820

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| AC 1011 | Principles of Accounting I | 4 |
| BA 1140 | Business Law I | 4 |
| BA 1250 | Human Resources | 4 |
| BA 2000 | Business Law II | 4 |
| CJ 2150 | Criminal Procedure | 4 |
| CM 1800 | Ethics | 4 |
| EN 1200 | Business Communications | 4 |
| LG 1000 | Torts and Remedies | 4 |
| LG 2000 | Estate Planning and Probate | 4 |
| LG 3000 | Bankruptcy Law | 4 |
| LG 3003 | Administrative Law | 4 |
| LG 3005 | Insurance Law | 4 |
| LG 3006 | Immigration Law | 4 |
| LG 4000 | Advanced Legal Research | 4 |
| LG 4010 | Evidence | 4 |
| LG 4020 | Advanced Real Estate Law | 4 |
| LG 4030 | Employment Law | 4 |
| LG 4050 | Environmental Law | 4 |
| MC1150 | Introduction to Microcomputer Applications | 4 |
| MC1211 | Spreadsheets I | 4 |
| MC1311 | Word Processing I | 4 |
| PL 1121 | Legal Research and Writing | 4 |
| PL 1125 | Legal Research and Writing II | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|-------------------------------|---------------------|
| PL 1230 | Family Law | 4 |
| PL 1330 | Computers in the Legal Office | 4 |
| PL 1450 | Litigation | 4 |
| PL 1530 | Contract Law | 4 |
| PL 1730 | Property Law | 4 |
| PL 1830 | Criminal Law | 4 |
| PL 2900 | Paralegal Externship | 4 |
| PL 4100 | Legal Externship II | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI 2100 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM1200 | Effective Public Speaking | 4 |
| EN 1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN 2000 | Introduction to Literature | 4 |
| GV1150 | American Constitutional Law | 4 |
| HM 3000 | History of Art Through the Middle Ages | 4 |
| HM 3100 | History of Art Through the Modern Times | 4 |
| MT 1770 | College Mathematics | 4 |
| MT 3000 | Statistics | 4 |
| PS 1200 | Principles of Psychology | 4 |
| SO 1200 | Principles of Sociology | 4 |

Number of Credit/Clock Hrs. in Specialty: 124 1642 Percentage: 69%
Number of Credit/Clock Hrs. in General Courses: 56 / 672 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Merrillville library is located on the main level of the college and is easily accessible to all students.

The library is open 47 hours per week. The hours of operation are as follows:

Sunday: – closed

Monday 8:30am – 10:00pm

Tuesday 8:30am – 10:00pm

Wednesday 8:30am – 5:00pm

Thursday 8:30am – 10:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Merrillville library, there are 2,782 professional volumes.

3. Number of professional periodicals subscribed to:

The number of periodicals the College currently subscribes to is: 34

4. Other library facilities in close geographical proximity for student access:

Other libraries in close proximity for students to access are The Lake County Public Library and Indiana University Northwest Law Library. Both off-campus libraries are used by students when deemed necessary.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 34 **Full-time:** 13 **Part-time:** 21

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|--------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Aron, Lashun R. | Masters | 15 | 1 | 3 | X | |
| Blaschke, Bryan R | Bachelor | 10 | 4 | 2 | | X |
| Brewer, Sharon, RN | Bachelor | 10 | 1 | 2 | | X |
| Brown, Cardie, RN | Bachelor | 18 | 1 | 2 | X | |
| Cross, Sheila, RN | Bachelor | 10 | 1 | 0 | X | |
| Croyle, Cynthia, RN | Bachelor | 27 | 1 | 0 | | X |
| Curry, Sandra | Masters | 10 | 5 | 6 | | X |
| Dudley, Kelli | JD | 3 | 1 | 2 | | x |
| Falbo, Robert | Bachelor | 25 | 1 | 2 | | X |
| Fenning, John | JD | 20 | 1 | 0 | | X |
| Gallego, Herma, RN | Bachelor | 10 | 1 | 0 | X | |
| Glover, Jennifer, RN | Bachelor | 13 | 1 | 2 | X | |
| Hacker, Linda, RN | Bachelor | 13 | 1 | 2 | X | |
| Hartlizer, Roger | Bachelor | 16 | 7 | 16 | | X |
| Helper, Joan | Masters | 11 | 4 | 0 | | X |
| Hickman, Christine | Bachelor | 10 | 5 | 1 | | X |
| Hurtado, Margaret | Bachelor | 9 | 1 | 2 | | X |
| Jeffries, Theresa, RN | Bachelor | 14 | 1 | 0 | | X |
| Knight, Sherry | Bachelor | 7 | 1 | 3 | | X |
| Lambert, Karenza | Masters | 13 | 1 | 0 | | X |
| Laurinas, Sarah, RN | Bachelor | 7 | 1 | 0 | X | |

| | | | | | | |
|------------------------|-------------|----|---|---|---|---|
| Mack, Mary, RN | Masters | 14 | 1 | 0 | | X |
| Manley, Mary, RN | Bachelor | 18 | 1 | 0 | X | |
| McClindon, Christine | Certificate | 5 | 1 | 0 | | X |
| Mendez, Shannon, RN | Bachelor | 8 | 1 | 0 | X | |
| Migler, Kelly, RN | Bachelor | 15 | 1 | 0 | | X |
| Miller, Kenneth | Masters | 16 | 2 | 4 | | X |
| Scholl, Lisa, RN | Bachelor | 7 | 1 | 0 | X | |
| Schryner, Kathy, RN | Bachelor | 5 | 1 | 0 | X | |
| Schoeffel, Cheryl, RN | Associate | 12 | 1 | 0 | | X |
| Scott, Rhesa | Certificate | 7 | 1 | 4 | X | |
| Wade, Nadine, RN | Bachelor | 6 | 1 | 0 | | X |
| Washington, Angela, RN | Bachelor | 16 | 1 | 0 | X | |
| Williams, Donna | Masters | 16 | 2 | 2 | | X |
| | | | | | | |
| | | | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Michigan City

Name of Program Bachelor of Science in Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Diane Didonna

Telephone Number (219) 877-3100 Application Type

Date the Form was Prepared 09/27/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Michigan City business community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Business Administration

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$35,820

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| <u>AC1011</u> | <u>Principles of Accounting I</u> | <u>4</u> |
| <u>AC1012</u> | <u>Principles of Accounting II</u> | <u>4</u> |
| <u>AC1710</u> | <u>Payroll Management</u> | <u>4</u> |
| <u>BA1000</u> | <u>Introduction to Business</u> | <u>4</u> |
| <u>BA1140</u> | <u>Business Law I</u> | <u>4</u> |
| <u>BA1250</u> | <u>Human Resources</u> | <u>4</u> |
| <u>BA1300</u> | <u>Small Business Management</u> | <u>4</u> |
| <u>BA2000</u> | <u>Business Law II</u> | <u>4</u> |
| <u>BA2220</u> | <u>Marketing and Advertising</u> | <u>4</u> |
| <u>BA2600</u> | <u>Principles of Finance</u> | <u>4</u> |
| <u>BA2900</u> | <u>Business Externship</u> | <u>4</u> |
| <u>BA3000</u> | <u>Organizational Behavior</u> | <u>4</u> |
| <u>BA4000</u> | <u>Business Administration Externship</u> | <u>4</u> |
| <u>CM1800</u> | <u>Ethics</u> | <u>4</u> |
| <u>EC2000</u> | <u>Principles of Macroeconomics</u> | <u>4</u> |
| <u>EC2100</u> | <u>Principles of Microeconomics</u> | <u>4</u> |
| <u>EC3000</u> | <u>Money and Banking</u> | <u>4</u> |
| <u>EN1200</u> | <u>Business Communications</u> | <u>4</u> |
| <u>FN3000</u> | <u>Corporate Finance</u> | <u>4</u> |
| <u>MC1150</u> | <u>Introduction to Microcomputer Applications</u> | <u>4</u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|---|-------------------------|
| MC1211 | Spreadsheets I | 4 |
| MC1311 | Word Processing I | 4 |
| MC1700 | Professional Presentation Techniques | 4 |
| MC3000 | Application of Management Information Systems | 4 |
| MG2000 | Principles of Management | 4 |
| MG4000 | Global Business Management | 4 |
| MG4100 | Operations Management | 4 |
| MK4000 | Retail Marketing | 4 |
| MK4100 | Consumer Behavior & Marketing Research | 4 |
| MK4200 | Marketing, Sales and Channel Management | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|---|-------------------------|
| BI1361 | Anatomy and Physiology | 4 |
| BI2100 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM1200 | Effective Public Speaking | 4 |
| EN1101 | Composition I | 4 |
| EN1102 | Composition II | 4 |
| EN2000 | Introduction to Literature | 4 |
| GV1150 | American Constitutional Law | 4 |
| HM3000 | History of Art Through the Middle Ages | 4 |
| HM3100 | History of Art Through the Modern Times | 4 |
| MT1770 | College Mathematics | 4 |
| MT3000 | Statistics | 4 |
| PH2000 | Introduction to Philosophy | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---------------------------------|---------------------|
| <u>PS1200</u> | <u>Principles of Psychology</u> | <u>4</u> |
| <u>SO1200</u> | <u>Principles of Sociology</u> | <u>4</u> |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>120</u> | / | <u>1594</u> | Percentage: | <u>67%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>60</u> | / | <u>722</u> | Percentage: | <u>33%</u> |

If applicable:

| | | | | | |
|--|-------------------|---|-------------------|-------------|-------------------|
| Number of Credit/Clock Hrs. in Liberal Arts: | <u> </u> | / | <u> </u> | Percentage: | <u> </u> |
|--|-------------------|---|-------------------|-------------|-------------------|

III. LIBRARY: Please provide information pertaining to the library located in your institution.**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The location of the Brown Mackie College-Michigan City library is located on the main level of the college and is easily accessible to all students.

The library is open 43 hours per week. The hours of operation are as follows:

Sunday: – closed

Monday 8:00am – 9:00pm

Tuesday 8:00am – 9:00pm

Wednesday 8:00am –12:00pm

Thursday 8:00am –9:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities: Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 3 **Part-time:** 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Michigan City

Name of Program Bachelor of Science in Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Diane Didonna

Telephone Number (219) 877-3100 Application Type

Date the Form was Prepared 09/27/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Michigan City business community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Criminal Justice

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$35,820

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| <u>BA1140</u> | <u>Business Law</u> | <u>4</u> |
| <u>CJ1002</u> | <u>Introduction to Law Enforcement</u> | <u>4</u> |
| <u>CJ1004</u> | <u>Introduction to Corrections</u> | <u>4</u> |
| <u>CJ1150</u> | <u>Introduction to Criminal Justice</u> | <u>4</u> |
| <u>CJ1550</u> | <u>Criminal Investigation and Police Procedure</u> | <u>4</u> |
| <u>CJ1560</u> | <u>Correctional Systems and Practices</u> | <u>4</u> |
| <u>CJ2150</u> | <u>Criminal Procedure</u> | <u>4</u> |
| <u>CJ2250</u> | <u>Juvenile Justice</u> | <u>4</u> |
| <u>CJ2900</u> | <u>Criminal Justice Externship</u> | <u>4</u> |
| <u>CJ3003</u> | <u>Juvenile Delinquency</u> | <u>4</u> |
| <u>CJ3006</u> | <u>Law Enforcement Operations</u> | <u>4</u> |
| <u>CJ3008</u> | <u>Criminalistics I</u> | <u>4</u> |
| <u>CJ3020</u> | <u>Civil Liability</u> | <u>4</u> |
| <u>CJ3021</u> | <u>Probation and Parole</u> | <u>4</u> |
| <u>CJ3022</u> | <u>Juvenile Procedures</u> | <u>4</u> |
| <u>CJ4003</u> | <u>Critical Issues in Criminal Justice</u> | <u>4</u> |
| <u>CJ4004</u> | <u>Family Violence</u> | <u>4</u> |
| <u>CJ4005</u> | <u>Community Corrections</u> | <u>4</u> |
| <u>CJ4010</u> | <u>Law Enforcement Supervision and Management</u> | <u>4</u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|--|-------------------------|
| CJ4012 | Criminal Investigation | 4 |
| CJ4020 | Criminalistics II | 4 |
| CJ4900 | Advanced Criminal Justice Externship | 4 |
| CM1800 | Ethics | 4 |
| EN1200 | Business Communications | 4 |
| MC1150 | Introduction to Microcomputer Applications | 4 |
| MC1311 | Word Processing I | 4 |
| MC1800 | Internet Research | 4 |
| PL1122 | Legal Research | 4 |
| PL1123 | Legal Writing | 4 |
| PL1830 | Criminal Law | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|--|-------------------------|
| BI 1361 | Anatomy and Physiology | 4 |
| BI2600 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM1200 | Effective Public Speaking | 4 |
| EN1101 | Composition I | 4 |
| EN 1102 | Composition II | 4 |
| EN2000 | Introduction to Literature | 4 |
| GV1150 | American Constitutional Law | 4 |
| HM3000 | History of Art Through the Middle Ages | 4 |
| HM3001 | History of Art Through the Modern Ages | 4 |
| MT1770 | College Mathematics | 4 |
| MT3000 | Statistics | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|----------------------------|-------------------------|
| PH2000 | Introduction to Philosophy | 4 |
| PS1200 | Principles of Psychology | 4 |
| SO1200 | Principles of Sociology | 4 |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>120</u> | / | <u>1594</u> | Percentage: | <u>67%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>60</u> | / | <u>720</u> | Percentage: | <u>33%</u> |

If applicable:

| | | | | | |
|--|-------------------|---|-------------------|-------------|-------------------|
| Number of Credit/Clock Hrs. in Liberal Arts: | <u> </u> | / | <u> </u> | Percentage: | <u> </u> |
|--|-------------------|---|-------------------|-------------|-------------------|

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The location of the Brown Mackie College-Michigan City library is located on the main level of the college and is easily accessible to all students.

The library is open 43 hours per week. The hours of operation are as follows:

Sunday: – closed

Monday 8:00am – 9:00pm

Tuesday 8:00am – 9:00pm

Wednesday 8:00am –12:00pm

Thursday 8:00am –9:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities: Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College-Michigan City

Name of Program Bachelor of Science in Legal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Diane Didonna

Telephone Number (219) 877-3100 Application Type

Date the Form was Prepared 09/27/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Legal Studies

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant factual settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as the Associate Degree Program in Paralegal utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the Michigan City business community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Legal Studies

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 45 months TUITION: \$35,820

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|---|-------------------------|
| <u>AC1011</u> | <u>Principles of Accounting I</u> | <u>4</u> |
| <u>BA1140</u> | <u>Business Law I</u> | <u>4</u> |
| <u>BA1250</u> | <u>Human Resources</u> | <u>4</u> |
| <u>BA2000</u> | <u>Business Law II</u> | <u>4</u> |
| <u>CJ2150</u> | <u>Criminal Procedure</u> | <u>4</u> |
| <u>CM1800</u> | <u>Ethics</u> | <u>4</u> |
| <u>EN1200</u> | <u>Business Communications</u> | <u>4</u> |
| <u>LG1000</u> | <u>Torts and Remedies</u> | <u>4</u> |
| <u>LG2000</u> | <u>Estate Planning and Probate</u> | <u>4</u> |
| <u>LG3000</u> | <u>Bankruptcy Law</u> | <u>4</u> |
| <u>LG3003</u> | <u>Administrative Law</u> | <u>4</u> |
| <u>LG3005</u> | <u>Insurance Law</u> | <u>4</u> |
| <u>LG3006</u> | <u>Immigration Law</u> | <u>4</u> |
| <u>LG4000</u> | <u>Advanced Legal Research</u> | <u>4</u> |
| <u>LG4010</u> | <u>Evidence</u> | <u>4</u> |
| <u>LG4020</u> | <u>Advanced Real Estate Law</u> | <u>4</u> |
| <u>LG4030</u> | <u>Employment Law</u> | <u>4</u> |
| <u>LG4050</u> | <u>Environmental Law</u> | <u>4</u> |
| <u>MC1150</u> | <u>Introduction to Microcomputer Applications</u> | <u>4</u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-------------------------------|-------------------------|
| MC1211 | Spreadsheets I | 4 |
| MC1311 | Word Processing I | 4 |
| PL1121 | Legal Research and Writing | 4 |
| PL1125 | Legal Research and Writing II | 4 |
| PL1230 | Family Law | 4 |
| PL1330 | Computers in the Legal Office | 4 |
| PL1450 | Litigation | 4 |
| PL1530 | Contract Law | 4 |
| PL1730 | Property Law | 4 |
| PL1830 | Criminal Law | 4 |
| PL2900 | Paralegal Externship | 4 |
| PL4100 | Paralegal Externship II | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|---|-------------------------|
| BI1361 | Anatomy and Physiology | 4 |
| BI2100 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM1200 | Effective Public Speaking | 4 |
| EN1101 | Composition I | 4 |
| EN1102 | Composition II | 4 |
| EN2000 | Introduction to Literature | 4 |
| GV1150 | American Constitutional Law | 4 |
| HM3000 | History of Art Through the Middle Ages | 4 |
| HM3100 | History of Art Through the Modern Times | 4 |
| MT1770 | College Mathematics | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--------------------------|---------------------|
| MT3000 | Statistics | 4 |
| PS1200 | Principles of Psychology | 4 |
| SO1200 | Principles of Sociology | 4 |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>124</u> | / | <u>1642</u> | Percentage: | <u>69%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>56</u> | / | <u>672</u> | Percentage: | <u>31%</u> |

If applicable:

| | | | | | |
|--|-------------------|---|-------------------|-------------|-------------------|
| Number of Credit/Clock Hrs. in Liberal Arts: | <u> </u> | / | <u> </u> | Percentage: | <u> </u> |
|--|-------------------|---|-------------------|-------------|-------------------|

III. LIBRARY: Please provide information pertaining to the library located in your institution.**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The location of the Brown Mackie College-Michigan City library is located on the main level of the college and is easily accessible to all students.

The library is open 43 hours per week. The hours of operation are as follows:

Sunday: – closed

Monday 8:00am – 9:00pm

Tuesday 8:00am – 9:00pm

Wednesday 8:00am –12:00pm

Thursday 8:00am –9:00pm

Friday – closed

Saturday – closed

Currently the College has one full-time librarian.

2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities: Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 11 **Full-time:** 3 **Part-time:** 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| | | | |
|--------------|---------------|----------------|-----------------|
| NAME: | Bauer | Janet | M |
| | (Last) | (First) | (Middle) |

Names of Courses Taught:

| | |
|---------------------------|--------------------------|
| Professional Development | Introduction to Business |
| Small Business Management | Human Resources |
| Business Law | Ethics |
| Internet Research | Public Speaking |
| Business Communication | |
| | |

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|---|-------------------|--|----------------------|---------|
| | | | From: | To: |
| Indiana Wesleyan University | Marion, IN | Master of Science - Management | 2005 | 2006 |
| Purdue University | Westville, IN | B.S. - Supervision | 1983 | 1989 |
| No. Indiana School of Radiologic Technology | Westville, IN | Certification in Radiologic Technology | 1976 | 1978 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Brown Mackie College | Michigan City, IN | Department Chairperson | 2002 | Current |
| Junior Achievement | Fort Wayne, IN | Area Coordinator for LaPorte County | 1999 | 2002 |
| ABC Children's Museum | Michigan City, IN | Executive Director | 1997 | 2000 |
| St. Anthony's Hospital | Michigan City, IN | Radiologic Technologist | 1978 | 1992 |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| | | | |
|-------|---------|---------|----------|
| NAME: | Cheslek | James | |
| | (Last) | (First) | (Middle) |

Names of Courses Taught:

CM2500 Medical Ethics

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|------------------|--|----------------------|--------|
| | | | From: | To: |
| Valparaiso University | Valparaiso, IN | J.D. Law | 1971 | 1974 |
| Cavin College | Grand Rapids, MI | B.A. Political Science | 1966 | 1970 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Hoeppner, Wagner, & Evans | Northwest, IN | Managing Partner of a 33 attorney firm | 1974 | 2000 |
| Brown Mackie College | Michigan City | Adjunct Professor | 2004 | Presen |
| | | | | |
| | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Heichel Donald A. II
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Brown Mackie College

Names of Courses Taught:

Introduction to Business

Principles of Finance

Small Business Management

Accounting, Integrated Accounting, Payroll Accounting

Marketing

Human Resource Management

Human Relations

Business Ethics, Business Law

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-------------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Foresters | Online | Insurance CE | Aug 06 | Sep 06 |
| Foresters | Online | Securities CE | JUL 06 | Aug 06 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Business Insurance | Indianapolis, IN | Sales | MAR 02 | Present |
| Teaching | Merrillville, IN | Education | JAN 06 | present |
| Teaching | Michigan City, IN | Education | JUN 02 | present |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College- Michigan City

Names of Courses Taught:

CM1200 Effective Public Speaking

CM1800 Ethics

CF1100 Professional Development

EN2000 Introduction to Literature

MC1800 Internet Research

PS1200 Principles of Psychology

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-----------------------------------|-------------------|--|----------------------|---------|
| | | | From: | To: |
| International Education Services | Tokyo, Japan | Pre-school/Elem. Ed., Creative Dance&Drama | 1981 | 1986 |
| Home School Teacher's Association | Fukuoka, Japan | Curr. Accred. Cert., Elementary Teaching Cert. | 1987 | 1989 |
| College of St. Scholastica | Duluth, MN | BA in Org. Behavior, Psy and Management Majors | 2000 | 2004 |
| University of Phoenix | Phoenix, AZ | MS ED | 2004 | 2006 |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Life House | Duluth, MN | Counseling, Youth Mentor, Intake, Comm. Services | 10/1998 | 05/2000 |
| Lowell Elementary | Duluth, MN | Teaching Assistant | 10/2000 | 6/2001 |
| Lakeview Christian Academy | Duluth, MN | Teacher, All Subjects, Middle and High School | 10/2001 | 6/2002 |
| Brown Mackie College | Michigan City, IN | Adjunct Instructor | 09/2004 | 08/2006 |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|----------------|---|----------------------|---------|
| | | | From: | To: |
| Ain-Shams University | Cairo, Egypt | Bachelor of Architecture | 1976 | 1982 |
| Indiana University | South Bend, IN | Masters Degree in Business Administration | 1986 | 1988 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| CTG Associates | South Bend, IN | Designer/Draftsmand | 2006 | Current |
| Ivy Tech State College | South Bend, IN | Instructor-AutoCad | 2004 | 2004 |
| MHM Associates | South Bend, IN | Architect/Draftsman | 2002 | 2003 |
| Kil Architecture | South Bend, IN | Architect/Draftsman | 1998 | 2001 |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|--------------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| Purdue University | Westville, IN | General Business (A.A.) | 1979 | 1981 |
| Purdue University | Hammond, IN | Psychology (B.A.) | 1981 | 1983 |
| Valparaiso University | Valparaiso, IN | Law (J.D.) | 1991 | 1994 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Private Law Practice | Michigan City, IN | Attorney | 1994 | Present |
| Deputy Public Defender | LaPorte County, IN | | 1995 | Present |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|-------------------|---|----------------------|---------|
| | | | From: | To: |
| Purdue Calumet | Hammond, IN | English Literature | 2002 | 2005 |
| Purdue North Central | Westville, IN | Liberal Studies | 1993 | 1999 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Purdue North Central | Hammond, IN | Teaching all levels of Composition | 1999 | 2005 |
| Ivy Tech Michigan City | Michigan City | Teaching Reading Comprehension and Eng. | 2002 | 2003 |
| Brown Mackie College | Michigan City, IN | Adjunct Faculty | 2005 | Present |
| | | | | |

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: Zolvinski Susan K
(Last) (First) (Middle)

NAME OF INSTITUTION: Brown-Mackie College, Michigan City

Specific Courses that You Teach in Program: All ME courses.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance From: To: |
|------------------------------|-------------------|---|-----------------------------------|
| Argosy University | Chicago, IL | Business Administration – MBA | 1/2005-present |
| Kennedy-Western University | Cheyenne, WY | Health Administration – BS | 8/2000-5/2001 |
| Commonwealth College | LaPorte, IN | Medical Assisting – AAS | 11/1996-5/1997 |
| Lake Michigan College | Benton Harbor, MI | Practical Nursing-Certificate | 9/1982 – 5/1983 |
| Lake Michigan College | Benton Harbor, MI | Medical Assisting-Certificate | 9/1981 – 5/1982 |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period From: To: |
| American Education Center | Michigan City, IN | Department Chairperson – Allied Health Programs | 11/1995-present |
| Med Watch, P.C. | Michigan City, IN | Director of Nursing | 4/1991-1/1996 |
| John H. Phillips, MD | Michigan City, IN | Office Nurse | 1988-1991 |
| St. Anthony Hospital | Michigan City, IN | Staff Nurse | 1989-1991 |
| | | | |

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - South Bend

Name of Program Occupational Therapy Assistant

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Michelle Sheperd, OTR, Program Director

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared October 17, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Occupational Therapy Assistant program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification Occupational Therapy (NBCOT) Certification Examination for occupational therapy assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory, and clinical experiences, is supplemented with general education to enhance the student's versatility and effectiveness in the occupational therapy profession.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Occupational Therapy Assistant

TOTAL COURSE HOURS: 100 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 24 Months TUITION: \$25,116.00

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| <u>BI 1361</u> | <u>Anatomy and Physiology</u> | <u>4</u> |
| <u>CF 1100</u> | <u>Professional Development</u> | <u>4</u> |
| <u>EN 1200</u> | <u>Business Communication</u> | <u>4</u> |
| <u>MC 1150</u> | <u>Introduction to Microcomputers</u> | <u>4</u> |
| <u>ME 1110</u> | <u>Medical Terminology</u> | <u>4</u> |
| <u>OT 1010</u> | <u>Introduction to Occupational Therapy</u> | <u>4</u> |
| <u>OT 1115</u> | <u>Therapeutic Media</u> | <u>4</u> |
| <u>OT 1215</u> | <u>Functional Anatomy I</u> | <u>4</u> |
| <u>OT 1315</u> | <u>Functional Anatomy II</u> | <u>4</u> |
| <u>OT 1510</u> | <u>Intervention in Pediatrics and Adolescents</u> | <u>4</u> |
| <u>OT 1560</u> | <u>Intervention in Physical Rehabilitation</u> | <u>3</u> |
| <u>OT 1600</u> | <u>Fieldwork I</u> | <u>1</u> |
| <u>OT 2150</u> | <u>Intervention in Neurological Rehabilitation</u> | <u>4</u> |
| <u>OT 2465</u> | <u>Intervention in Mental Health</u> | <u>4</u> |
| <u>OT 2470</u> | <u>Intervention in Geriatrics</u> | <u>4</u> |
| <u>OT 2990</u> | <u>Fieldwork II-A</u> | <u>10</u> |
| <u>OT 2991</u> | <u>Fieldwork II-B</u> | <u>10</u> |
| <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|----------------------------|-------------------------|
| CM 1200 | *Effective Public Speaking | 4 |
| EN 1101 | *Composition I | 4 |
| EN 1102 | *Composition II | 4 |
| MT 1770 | *College Mathematics | 4 |
| PS 1200 | *Principles of Psychology | 4 |
| SO 1200 | *Principles of Sociology | 4 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Number of Credit/Clock Hrs. in Specialty: 76 / Percentage: 76%
Number of Credit/Clock Hrs. in General Courses: 24 / Percentage: 100%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:
Monday, Tuesday and Thursday: 8 a.m. to 1 p.m. and 4 p.m. to 9 p.m.

Wednesday: 8 a.m. to 1 p.m.

Friday: 8 a.m. to 12 p.m. and 12:30 p.m. to 2 p.m.

2. Number of volumes of professional material:

Brown Mackie College-South Bend's library houses 2,609 volumes with 217 professional titles and 300 videos for check-out by students.

3. Number of professional periodicals subscribed to:

The library offers 58 different periodicals and 3 newspapers. Brown Mackie College-South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College-South Bend students have access to the following local libraries:
St. Joseph County Library; Notre Dame Library; Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the state of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 4 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - South Bend

Name of Program Information Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form William C. Hansen

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared September 5, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Information Technology program description:

An Information Technology graduate is prepared to attain entry-level skill in business IT infrastructure design and development. The IT graduate is prepared for entry-level positions such as a support specialist, help desk, or software trainer. The program includes general education, business and technical courses in order to produce a well-rounded graduate capable of contributing and advancing successfully in a technology-enabled business environment.

Information Technology degree objectives:

The program objectives of the Associate of Science in Information Technology are to:

- 1) Identify business systems using IT methodologies, technologies and processes.
- 2) Identify and address business problems with entry level proficiency and communicate technological solutions.
- 3) Provide support and training for technology implementation and maintenance.
- 4) Demonstrate fundamental planning skills and concepts.
- 5) Articulate and practice professional and ethical industry standards.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Information Technology

TOTAL COURSE HOURS: 96 credit Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 24 months TUITION: \$18,144.00

SPECIALTY COURSES:

[illegible]

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|--|-------------------------|
| CF 1000 | Professional Development | 4 |
| CM 1200 | *Effective Public Speaking | 4 |
| CM 1800 | Ethics | 4 |
| EN 1101 | *Composition I | 4 |
| EN 1102 | *Composition II | 4 |
| EN 1200 | Business Communications | 4 |
| MC 1150 | Introduction to Microcomputer Applications | 4 |
| MC 1211 | Spreadsheets I | 4 |
| MC 1311 | Word Processing I | 4 |
| MT 1770 | *College Mathematics | 4 |
| PS 1200 | *Principles of Psychology | 4 |
| SO 1200 | *Principles of Sociology | 4 |

| | | | | | |
|---|------------|---|-----------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>48</u> | / | <u> </u> | Percentage: | <u>58%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>*24</u> | / | <u> </u> | Percentage: | <u>50%</u> |

If applicable:

| | | | | | |
|--|-----------|---|-----------------|-------------|------------|
| Number of Credit/Clock Hrs. in Liberal Arts: | <u>16</u> | / | <u> </u> | Percentage: | <u>50%</u> |
|--|-----------|---|-----------------|-------------|------------|

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m to 9:00 p.m.

Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,609 volumes, 217 professional titles and 300 videos for check-out by students

3. Number of professional periodicals subscribed to:

The library offers 58 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 **Full-time:** 3 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - South Bend

Name of Program Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form William C. Hansen

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared September 5, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Business Administration program description:

The Bachelor of Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession.
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Business Administration program will employ the use of a Program Advisory Committee consisting of interested prominent members of the South Bend Business Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration

TOTAL COURSE HOURS: 180 credits Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 45 months TUITION: \$35,820.00

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--------------------------------------|---------------------|
| AC1011 | Principles of Accounting I | 4 |
| AC1012 | Principles of Accounting II | 4 |
| AC1710 | Payroll Management | 4 |
| BA1000 | Introduction to Business | 4 |
| BA1140 | Business Law I | 4 |
| BA1250 | Human Resources | 4 |
| BA1300 | Small Business Management | 4 |
| BA2220 | Marketing and Advertising | 4 |
| BA2600 | Principles of Finance | 4 |
| BA2900 | Business Externship | 4 |
| BA2000 | Business Law II | 4 |
| BA3000 | Organizational Behavior | 4 |
| CM1800 | Ethics | 4 |
| EC2000 | Principles of Microeconomics | 4 |
| EC2100 | Principles of Macroeconomics | 4 |
| EC3000 | Money and Banking | 4 |
| EN1200 | Business Communications | 4 |
| FN3000 | Corporate Finance | 4 |
| MC1150 | Intro to Micro Computer Applications | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| MC1211 | Spreadsheets I | 4 |
| MC1311 | Word Processing I | 4 |
| MC1700 | Professional Presentation Techniques | 4 |
| MG4000 | Global Business Management | 4 |
| MG4100 | Operations Management | 4 |
| BA4000 | Business Administration Externship | 4 |
| MC3000 | Application of Management Information Systems | 4 |
| MG2000 | Principles of Management | 4 |
| MK4000 | Retail Marketing | 4 |
| MK4100 | Consumer Behavior and Marketing Research | 4 |
| MK4200 | Marketing, Sales and Channel Management | 4 |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|---|---------------------|
| BI1361 | Anatomy & Physiology | 4 |
| BI2100 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM1200 | *Effective Public Speaking | 4 |
| EN1101 | *Composition I | 4 |
| EN1102 | *Composition II | 4 |
| EN2000 | Introduction to Literature | 4 |
| GV1150 | American Constitutional Law | 4 |
| HM3000 | History of Art Through Middle Ages | 4 |
| HM3100 | History of Art Through the Modern Times | 4 |
| MT3000 | Statistics | 4 |
| MT 1770 | College Mathematics | 4 |
| PH2000 | Introduction to Philosophy | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--------------------------|---------------------|
| PS 1200 | Principles of Psychology | 4 |
| SO1200 | Principles of Sociology | 4 |
| | | |

| | | | | | |
|---|------------|---|-------------|-------------|------------|
| Number of Credit/Clock Hrs. in Specialty: | <u>120</u> | / | <u>1594</u> | Percentage: | <u>67%</u> |
| Number of Credit/Clock Hrs. in General Courses: | <u>60</u> | | <u>720</u> | Percentage: | <u>33%</u> |

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m. to 9:00 p.m.

Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,614 volumes, 217 professional titles and 300 videos.

3. Number of professional periodicals subscribed to:

The library offers 61 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 Full-time: 4 Part-time: 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: | |
|--|-----------------------------------|---|--|------------------------------------|---------------|---------------|
| | | | | | Full- time | Part- time |
| Ibrahim Chabaan | AS, BS | 4 | 1.5 | 0 | | X |
| Arthea Estridge | BA, MS | 10 | 10 | 0 | X | |
| Michaela Meagher | BA | 12 | 4 | 8 | X | |
| Linda Sayre | BS, MS | 36 | 21 | 10 | X | |
| Stephanie Scharf | BS, MSW | 25 | 2 | 0 | | X |
| Sheila Smith | PhD | 21 | 3 | 13 | | X |
| Jeff Ware | BA, JD | 12 | 1 | 1 | X | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - South Bend

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form William C. Hansen

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared September 5, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Criminal Justice program description:

The Bachelor of Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will:

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Criminal Justice program will employ the use of a Program Advisory Committee consisting of interested prominent members of the South Bend Legal Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 180 hours Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

| | | | |
|--------------------|-----------|----------|-------------|
| LENGTH OF PROGRAM: | 45 months | TUITION: | \$35,820.00 |
|--------------------|-----------|----------|-------------|

SPECIALTY COURSES:

| Course Number | Course Title | Course Hours |
|---------------|--|--------------|
| BA1140 | Business Law | 4 |
| CJ1150 | Introduction to Criminal Justice | 4 |
| CJ2150 | Criminal Procedure | 4 |
| CJ2250 | Juvenile Justice | 4 |
| CJ2900 | Criminal Justice Externship | 4 |
| CJ1002 | Introduction to Law Enforcement | 4 |
| CJ1004 | Introduction to Corrections | 4 |
| CJ3003 | Juvenile Delinquency | 4 |
| CJ3006 | Law Enforcement Operations | 4 |
| CJ3008 | Criminalistics I | 4 |
| CJ3020 | Civil Liability | 4 |
| CJ3021 | Probation & Parole | 4 |
| CJ3022 | Juvenile Procedures | 4 |
| CJ1004 | Introductions to Corrections | 4 |
| CJ4003 | Critical Issues in Criminal Justice | 4 |
| CJ4004 | Family Violence | 4 |
| CJ4005 | Community Corrections | 4 |
| CJ4010 | Law Enforcement Supervision & Management | 4 |
| CJ4012 | Criminal Investigation | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|---|-------------------------|
| CJ4020 | Criminalistics II | 4 |
| CM1800 | Ethics | 4 |
| EN1200 | Business Communications | 4 |
| MC1150 | Introduction to Microcomputer Applications | 4 |
| MC1311 | Word Processing I | 4 |
| MC1800 | Internet Research | 4 |
| PL1122 | Legal Research | 4 |
| PL1123 | Legal Writing | 4 |
| CJ1550 | Criminal Investigation and Police Procedure | 4 |
| CJ1560 | Correctional Systems and Practices | 4 |
| CJ4900 | Advanced Criminal Justice Externship | 4 |
| PL1830 | Criminal Law | 4 |
| | | |
| | | |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|-----------------------------|-------------------------|
| BI1361 | Anatomy & Physiology | 4 |
| BI2100 | Elements of Microbiology | 4 |
| CF1100 | Professional Development | 4 |
| CM1200 | Effective Public Speaking | 4 |
| EN1101 | Compositions I | 4 |
| EN1102 | Composition II | 4 |
| EN2000 | Introduction to Literature | 4 |
| GV1150 | American Constitutional Law | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|----------------------|--|---------------------|
| HUM1001 | History of Art Through the Middle Ages | 4 |
| HUM1002 | History of Art Middle Ages Through Present Times | 4 |
| MAT2058 | Statistics | 4 |
| MT1770 | College Mathematics | 4 |
| PH2301 | Introduction to Philosophy | 4 |
| PS1200 | Principles of Psychology | 4 |
| SO1200 | Principles of Sociology | 4 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Number of Credit/Clock Hrs. in Specialty: 120 / 1594 Percentage: 67%
Number of Credit/Clock Hrs. in General Courses: 60 / 720 Percentage: 33%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m. to 9:00 p.m.

Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,614 volumes, 217 professional titles and 300 videos.

3. Number of professional periodicals subscribed to:

The library offers 61 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 4 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - South Bend

Name of Program Legal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form William C. Hansen

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared September 5, 2006 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Legal Studies Program description:

The Bachelor of Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant settings of fact
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as the Associate Degree Program in Legal Studies utilizing the current delivery model. In addition to faculty, the Bachelor of Science in Legal Studies program will employ the use of a Program Advisory Committee consisting of interested prominent members of the South Bend Legal Community. This committee will provide input to the College on current labor market conditions and opportunities as well as program and curriculum development

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Legal Studies

TOTAL COURSE HOURS: 180 credits Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 45 months TUITION: \$35,820.00

SPECIALTY COURSES:

| Course Number | Course Title | Course Hours |
|---------------|-------------------------------|--------------|
| AC1011 | PRINCIPLES OF ACCOUNTING I | 4 |
| BA1140 | BUSINESS LAW I | 4 |
| BA1250 | HUMAN RESOURCES | 4 |
| BA2000 | BUSINESS LAW II | 4 |
| CJ2150 | CRIMINAL PROCEDURE | 4 |
| CM1800 | ETHICS | 4 |
| EN1200 | BUSINESS COMMUNICATIONS | 4 |
| LG1000 | TORTS AND REMEDIES | 4 |
| PL1125 | LEGAL RESEARCH AND WRITING II | 4 |
| LG2000 | ESTATE PLANNING AND PROBATE | 4 |
| LG3000 | BANKRUPTCY LAW | 4 |
| LG3005 | INSURANCE LAW | 4 |
| LG3003 | ADMINISTRATIVE LAW | 4 |
| LG3006 | IMMIGRATION LAW | 4 |
| LG4000 | ADVANCED LEGAL RESEARCH | 4 |
| LG4010 | EVIDENCE | 4 |
| LG4020 | ADVANCED REAL ESTATE LAW | 4 |
| LG4030 | EMPLOYMENT LAW | 4 |

SPECIALTY COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|------------------------------------|-------------------------|
| PL4100 | LEGAL EXTERNSHIP II | 4 |
| MC1150 | INTRODUCTION TO MICROCOMPUTER APPS | 4 |
| MC1211 | SPREADSHEETS I | 4 |
| MC1311 | WORD PROCESSING I | 4 |
| PL1121 | LEGAL RESEARCH AND WRITING | 4 |
| PL1230 | FAMILY LAW | 4 |
| PL1330 | COMPUTERS IN THE LEGAL OFFICE | 4 |
| LG4050 | ENVIRONMENTAL LAW | 4 |
| PL1450 | LITIGATION | 4 |
| PL1530 | CONTRACT LAW | 4 |
| PL1730 | PROPERTY LAW | 4 |
| PL1830 | CRIMINAL LAW | 4 |
| PL2900 | PARALEGAL EXTERNSHIP | 4 |
| | | |

GENERAL EDUCATION / LIBERAL ARTS COURSES:

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|--|-------------------------|
| CF 1000 | PROFESSIONAL DEVELOPMENT | 4 |
| CM 1200 | *EFFECTIVE PUBLIC SPEAKING | 4 |
| EN 1101 | *COMPOSITION I | 4 |
| EN 1102 | *COMPOSITION II | 4 |
| BI1361 | ANATOMY & PHYSIOLOGY | 4 |
| BI2100 | ELEMENTS OF MICROBIOLOGY | 4 |
| GV1150 | AMERICAN CONSTITUTIONAL LAW | 4 |
| HM1001 | HISTORY OF ART THROUGH THE MIDDLE AGES | 4 |

GENERAL EDUCATION / LIBERAL ART COURSES

| <u>Course Number</u> | <u>Course Title</u> | <u>Course Hours</u> |
|--------------------------|--|-------------------------|
| | | |
| HM3100 | HISTORY OF ART THROUGH PRESENT MODERN TIMES | 4 |
| EN2000 | INTRODUCTION TO LITERATURE | 4 |
| MT1770 | COLLEGE MATHEMATICS | 4 |
| MT3000 | STATISTICS | 4 |
| PS1200 | PRINCIPLES OF PSYCHOLOGY | 4 |
| SO1200 | PRINCIPLES OF SOCIOLOGY | 4 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Number of Credit/Clock Hrs. in Specialty: 124 / 180 Percentage: 69%
Number of Credit/Clock Hrs. in General Courses: 56 / 672 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m. to 9:00 p.m.

Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,614 volumes, 217 professional titles and 300 videos for check-out.

3. Number of professional periodicals subscribed to:

The library offers 61 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 4 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|------------|---------------------------------------|----------------------|------|
| | | | From: | To: |
| IUSB | South Bend | Computer Science | 1997 | 2005 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College

| |
|-------------------------|
| Med. Term |
| Neuromuscular |
| Anatomy |
| Musculoskeletal anatomy |
| OTA Content Courses |
| |
| |
| |

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|---------------|---|----------------------|-----------|
| | | | From: | To: |
| Wheaton College | Wheton, IL | Biology | 1973 | 1974 |
| IUPUI Allied health Program | INDPLS, IN | Occupational Therapy Technology | 1978 | 1980 |
| Indiana Central University | INDPLS, IN | Art/Education | 1980 | 1986 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| IUPUI OTA Program | INDPLS, IN | Instructor for courses in Group, media, intro to OT | July 1982 | June 1986 |
| IUPUI OTA Program | INDPLS, IN | Re Appt. Fall 1991 | | |
| Slack Hmc | Thorofare, NJ | Write revise co author textbook on ACTS | 1985 | 2005 |
| Healthcare Therapy Services | INDPLS, IN | Part-time, COTA assume caseloads as needed | June 1990 | June 1998 |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College- South Bend

Professional Development

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|---------------|---------------------------------------|----------------------|------|
| | | | From: | To: |
| Pittsburg State University | Pittsburg, KS | BS in Business Ed. | 1963 | 1967 |
| Pittsburg State University | Pittsburg, KS | MA in Business Ed. | 1968 | 1968 |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Southeast High School | Cherokee, KS | Business Instructor | 1968 | 1971 |
| Pittsburg State Univ. | Pittsburg, KS | Instructor | 1976 | 1976 |
| | | | | |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-------------------------------------|-------------------------------|---------------------------------------|----------------------|---------|
| | | | From: | To: |
| University of Illinois (BS) | Urbana Chamapaigne, IL | Psychology | 1972 | 1976 |
| University of Illinois (M.S.W.) | Chicago, IL | Social Work | 1978 | 1980 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| State of Illinois | Chicago, IL | social work, case management | 1980 | 1985 |
| Planned Parenthood | South Bend, IN | education, social work | 1999 | 2004 |
| Madison Center Sex Abuse Prevention | Madison Center South Bend, IN | Prevention Education | 1992 | current |
| | | | | |

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|--|-----------------|---------------------------------------|----------------------|-----------|
| | | | From: | To: |
| University Of Illinois Bachelor of Science | Chicago,IL | Occupational Therapy | August 1978 | June 1982 |
| University of Southern California | Los Angeles, CA | Course work in masters program for OT | May 83 | May 85 |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Charter Hospital | Torrance, CA | Teaching certificate | May 1984 | July 1985 |
| | | | | |
| | | | | |
| | | | | |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Smith Sheila Ann
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Brown Mackie College - South Bend

Names of Courses Taught:

Principles of Psychology

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|-----------------------------------|-------------------------------|---|----------------------|------|
| | | | From: | To: |
| Georgia State University | Atlanta, GA | Counseling | 1975 | 1976 |
| Western Michigan University | Kalamazoo, MI | Counseling Psychology | 1983 | 1989 |
| | | | | |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Clinical Therapist | Washington St. South Bend, IN | Therapist working with mentally ill | 1999 | 2000 |
| Assistnat Professor of Psychology | Manchester College Indiana | taught intro. to PsyDev. Psy., Abnormal Psy., | 2000 | 2001 |
| Assistant Professor of Psychology | IUSB South Bend, IN | taught Ed. Psy | fall 2001 | |
| Jordan College | Benton Harbor, Michigan | taught intro to Psy Dev. Abnormal Psy, Marriage | 1985 | 1995 |

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Ware Jeffery G
 (Last) (First) (Middle)

NAME OF INSTITUTION: Brown Mackie College - South Bend

Names of Courses Taught:

Business Law

| Source of Training/Education | Location | Area or Subject of Training/Education | Period of Attendance | |
|------------------------------|------------------|---|----------------------|-----------|
| | | | From: | To: |
| University of Arkansas | Fayetteville, AR | Law | August 1985 | May 1988 |
| Blackburn College | Carlinville, IL | Pol. Science | August 1981 | May 1985 |
| | | | | |
| | | | | |
| Applicable Experience | Location | Exact Nature of Experience | Employment Period | |
| | | | From: | To: |
| Claims Deputy | LaPorte, IN | I investigate/ Determine facts, apply law train | March 1995 | July 2005 |
| | | | | |
| | | | | |
| | | | | |